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DEC - 1 1989

OKLAHOMA SECRETARY
OF STATE

S T A T E O F O K L A H O M A

EXECUTIVE DEPARTMENT

E X E C U T I V E O R D E R 89-14

WHEREAS, the State Records Administrator (hereinafter Administrator) has the duty to establish standards, procedures, and techniques for effective management of records pursuant to the Records Management Act, 67 Okla. Stat. Section 201 et seq.; and

WHEREAS, the Administrator also has the duty to make surveys of records and information operations and recommend improvements in current records management practices including the use of space, equipment and supplies employed in creating, maintaining, storing and servicing records; and

WHEREAS, the cost of creating, maintaining, storing and servicing records continues to increase while available space continues to decrease; and

WHEREAS, in order to carry out his duties and to contain the cost of creating, maintaining, storing and servicing records, the Administrator needs to be involved with state agencies in the planning of records management activities;

NOW, THEREFORE I, Henry Bellmon, by the authority vested in the office of the Governor by the Constitution and Statutes of Oklahoma, do hereby order:

(1) that a state agency coordinate with the Administrator before it undertakes any new program that images through use of microfilm, optical disk, or similar technologies records that are under the disposition authority of the Archives and Records Commission; and

(2) that a state agency coordinate with the Administrator before renting space for storage of records that are under the disposition authority of the Archives and Records Commission; and

(3) that the Administrator coordinate with the Office of Public Affairs to establish procedures to assist state agencies in the implementation of this order.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Great Seal of the state of Oklahoma to be affixed at Oklahoma City, this 1st day of December, 1989.

BY THE GOVERNOR OF THE STATE OF OKLAHOMA

Henry Bellmon

ATTEST:

Hannah D. Atkins
Secretary of State